

PERSONNEL BOARD SUMMARIZED MINUTES

Monday, June 6, 2016 – 6:00 p.m.

Call to Order/Roll Call of Members: Pat Carnevale, Chairperson; Norberto Alvarez, Vice-Chairperson; Stephen Dielmann, Member; Luis Zubieta, Member. **ALSO PRESENT:** Gelien Perez, Acting HR Director; Owen Kohler, Assistant City Attorney; and Annette Otaño, Secretary. **ABSENT:** Zoraya Pena, Member

AGENDA

1. Request to approve the minutes of the May 2, 2016, Personnel Board meeting.

APPROVED. Motion by Mr. Zubieta. Second by Mr. Dielmann. Passed by unanimous vote.

2. Request to approve leave with pay, because of death in the immediate family, for the listed employees, in accordance with Rule 13, Section 5 (f) of the Civil Service Rules and regulations, received May 2016.

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|----------------------|---|
| 1. Ricardo Castellon | Construction and Maintenance Department |
| 2. Rafael Del Rio | Fire Department |
| 3. Michael Higuera | Fire Department |
| 4. Carmen Romo | Fire Department |
| 5. Paulina Whitney | Police Department |

APPROVED. Motion by Mr. Zubieta. Second by Mr. Alvarez. Passed by unanimous vote.

3. Report of Leave without Pay for May 2016.

SO NOTED.

4. Report of Civil Service Appointments for May 2016.

- | | |
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| 1. Michael Machado | Fire Department |
| 2. Pedro Bassave | Fleet Department |
| 3. Miguel Maqueira | Fleet Department |
| 4. Adlin Gomez | Police Department |

SO NOTED.

5. Report of Civil Service Resignations for May 2016.

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|----------------------|-----------------------|
| 1. Richard A. Rubi | Community Development |
| 2. Arcenio Cruz | Fire Department |
| 3. Luis E. Rodriguez | Parks and Recreation |
| 4. Angelo Pineda | Public Works |

SO NOTED.

6. Report of Maternal/Paternal Leave for May 2016.

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|------------------------|-------------------|
| 1. Yoshua S. Garfinkel | Police Department |
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SO NOTED.

7. Report of Leave of Absence for May 2016. **None.**

SO NOTED.

8. Request to certify the eligibility list for **Library Services Supervisor.**

APPROVED. Motion by Mr. Zubieta. Second by Mr. Alvarez. Passed by unanimous vote.

9. Request to certify the eligibility list for **Streets Journeyman.**

APPROVED. Motion by Mr. Zubieta. Second by Mr. Dielmann. Passed by unanimous vote.

10. Request to approve the revised job description and conduct a Civil Service examination for the position of **Service Worker (Parks and Recreation)** position with the following criteria:

- a. In- house, Competitive for Parks and Recreation Dept. only
- b. 100% Performance
- c. Must obtain a minimum score of 70% to be placed on the eligibility list.

Copy of the **revised** job description and eligibility list are attached.

Range 45 - \$939 - \$1,783 Bi-weekly

APPROVED with recommendation on new eligibility list to be in effect for one year only.

Motion by Mr. Dielmann. Second by Mr. Alvarez. Passed by unanimous vote.

11. Request to approve the revised job description and conduct a Civil Service examination for the position of **Service Worker (Public Works)** position with the following criteria:

- a. In- house, Competitive
- b. 100% Performance
- c. Must obtain a minimum score of 70% to be placed on the eligibility list.

Copy of the **revised** job description and eligibility list are attached.

Range 45 - \$939 - \$1,783 Bi-weekly

APPROVED with recommendation on new eligibility list to be in effect for one year only.

Motion by Mr. Alvarez. Second by Mr. Dielmann. Passed by unanimous vote.

12. Request to approve the **revised** job description for the position of **Budget Analyst Assistant.**

Item was tabled on the May 2, 2016 Personnel Board meeting.

Copy of **revised** job description is attached. (No eligibility list on file.)

Range 31 - \$1,320 - \$2,692 Bi-weekly

APPROVED. Motion by Mr. Zubieta. Second by Mr. Dielmann. Passed by unanimous vote.

13. Request to approve the **revised** job description for the position of **Literacy Program Director**.

Copy of **revised** job description is attached. (No eligibility list on file.)

Range 50 - \$1,303 - \$2,535 Bi-weekly

APPROVED. Motion by Mr. Zubieta. Second by Mr. Dielmann. Passed by unanimous vote.

14. Request to approve **July Personnel Board Meeting Summer Recess**.

APPROVED. Motion by Mr. Dielmann. Second by Mr. Zubieta. Passed by unanimous vote.

15. Request to hear **Unfinished Business**.

16. Request to hear **New Business**.

NEXT PERSONNEL BOARD MEETING: Monday, August 1, 2016 at 6:00 P.M.

If any person decides to appeal any decision made by the Personnel Board with respect to any matter considered at this meeting, he/she will need a record of the proceedings and, for such purpose, may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. In accordance with the Americans and Disabilities Act of 1990, persons needing a special accommodation to participate in this proceeding should contact the Office of the City Clerk no later than seven (7) days prior to the proceeding. Telephone (305) 883-5820 for assistance; if hearing impaired, telephone the Florida Relay Service Numbers (800) 955-8771 (TDD) OR (800) 955-8770 (VOICE), for assistance.